

### **How do I request specific unit records?**

- Specific unit records that are 25 years old and older are stored at the National Archives and Records Administration. They can be requested through MDR or FOIA by writing:
  - o National Archives and Records Administration  
Chief, Special Access/FOIA Staff (NWCTF)  
8601 Adelphi Road  
College Park, MD 20740-6001

### **How do I request a copy of my Army service records?**

- If you have been discharged from military service, your personnel files are stored at the National Archives and Records Administration (NARA) facility, National Personnel Records Center (NPRC):
  - o National Personnel Records Center  
1 Archives Drive  
St. Louis, MO 63138  
Telephone: 1-314-801-0800  
<http://www.archives.gov/veterans/>
- If you are active duty, including active National Guard and Army Reserve and National Guard not on active duty your files are stored at the U.S. Army Human Resources Command:
  - o U.S. Army Human Resources Command  
Attn: AHRC-PDR-VIB  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402  
Telephone: 1-888-276-9472  
<http://www.hrc.army.mil/>
- Former Federal Civilian Employees: Records from the period 1850-1951 can be obtained by writing to the National Archives and Records Administration:
  - o National Archives and Records Administration  
ATTN: Archival Programs  
P.O. Box 38757  
St. Louis, MO 63138
- Former Federal Civilian Employees (*the person of record*): May obtain copies of most civilian and personnel medical records on file at the National Personnel Records Center (NPRC), including copies of the Standard Form 50 (Personnel Action) via written request. Please note: OPFs are retired to the center within 120 days after separation from Federal employment. If less than 120 days have elapsed since separation, write to the last employing Federal office:

- National Personnel Records Center, Annex  
1411 Boulder Boulevard  
Valmeyer, IL 62295